

**TOWN OF BUCKEYE  
COMMUNITY SERVICES  
Kid's B.A.S.E. Program  
2007-2008**

The Town of Buckeye Kid's BASE Program provides an opportunity for children to participate in a variety of activities and to broaden their knowledge in the recreational area in a supervised, safe, and secured environment. Daily core activities, snacks, homework time and recreational classes will be provided.

**PARTICIPANTS:**

The Kid's BASE Program is for students in grades K-8.

**WHERE:**

Sundance Elementary  
23800 W. Hadley Rd.  
Buckeye, AZ 85326

West Park Elementary  
2700 W. 257<sup>th</sup> Dr.  
Buckeye, AZ 85326

Bales Elementary  
25400 W. Maricopa Rd.  
Buckeye, AZ 85326

Tartesso Elementary  
29677 W. Indianola Rd.  
Buckeye, AZ 85326

Buckeye Primary  
640 E. Centre Ave.  
Buckeye, AZ 85326

*Inca Elementary  
Jasinski Elementary  
**Coming Soon!***

**WHEN:**

**Buckeye Elementary Schools:**

August 10 – May 23, 2007  
Monday – Friday

**Saddle Mountain Schools:**

August 9, 2007 – May 23, 2008  
Monday – Friday

**AM Care:** 6:00 am – until school starts

**PM Care:** End of School – 6:30 pm

**The program is open at dismissal time for early release days and parent conference days, however will be closed on national and school holidays. Additional fees will be added for early release days.**

**ABSENCES:**

If your child will not be attending the Kid's BASE Program as scheduled, please call the site. **Credit will not be issued for days missed unless change of contract form is filled out prior to absence.**

**SIGN IN/OUT:**

**Sign In:** All participants must be signed in daily by a parent or authorized person. **A child may not sign themselves in.** To sign the child in, a parent or authorized person must accompany the child to the site and write their full name and time on the authorized form. The Site Leaders are authorized to release the child for class.

**Sign Out:** For the safety of the children we require that parents or authorized persons sign the child out each day. **A child may not sign themselves out.** To sign a child out, a parent or authorized person must visit the site and write their full name and time on the form.



A child enrolled in the Kid's BASE Program will only be released to those persons authorized on the registration form. NO exceptions will be made without the advance written permission of the parents or telephone authorization. Individuals will be required to show proof of I.D. to the staff the first time the child is picked-up. If one person has the sole custody of a child, legal documentation must be on file with the site stating the name of the legal guardian.

**LATE PICK-UP: \$15 per every 15 minutes / per child**

A late charge of \$15 per every 15 minutes after the scheduled ending of the program (per the school clock) will be assessed for the late pick up of participants. Late pick-up fees must be paid prior to the return of the participant.

**Late fees will be as follows: 1-15 minutes - \$15; 16-30 minutes-\$30, etc.**

<b>1<sup>st</sup> Time:</b>	Written warning
<b>2<sup>nd</sup> Time:</b>	Fee plus written warning
<b>3<sup>rd</sup> Time:</b>	Fee plus 3 day suspension
<b>4<sup>th</sup> Time:</b>	Removal from the program

**MEDICATION:**

Kid's BASE Staff may administer medication. To authorize giving medication to a child, the parent/guardian must complete a "Medication Release Form" and bring the prescribed amount of medication in the original container. Forms are available at the site.

**ILLNESS:**

It is important for parents who have children in the Kid's BASE Program to understand that their child's health affects the health of other children and staff members in the program.

Do not bring your child to the Kid's BASE Program if they have any of the following signs or symptoms of being ill:

1. Fever. A child must be fever free for 24 hours in order to attend the program.
2. Any contagious disease such as strept throat, pink eye, chicken pox, etc.
3. Vomiting.
4. Serious/hard coughing or difficulty breathing.
5. Rash/sores.
6. Diarrhea.
7. Mucus or pus from red eyes.
8. Thick drainage from the nose.
9. Sore throat.

If your child becomes ill during the program, a staff member will attempt to contact a parent or authorized designee to pick-up the participant. Please notify staff if emergency phone numbers change at any time during the program.

**EMERGENCIES:**

If your child has an accident, injury, or emergency while at the Kid's BASE Program that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents. For this reason, it is essential that all forms have current names and phone numbers. A written emergency report will be completed.

**ENROLLMENT/DISENROLLMENT PROCEDURES:**

To enroll your child in the Kid's BASE Program parents must complete and return the following to the Town Buckeye Community Services Department located at 1003 E. Eason Ave., Buckeye, AZ 85326:

1. **Registration Form. Complete, leave no line blank.**
2. **Blue Immunization Card. Complete, leave no line blank. If the question/line does not apply, write "none" or "N/A". Please make sure you have 2 emergency contacts, besides the 2 parents authorized to pick-up your child in case of an emergency. If you do not have 2 emergency contacts, write in "911" and/or "CPS" in the emergency contacts.**
3. **Copy of immunization.**
4. **Discipline Policy. Signed.**
5. **Fee attendance contract. Signed.**
6. **\$25 Registration Fee.**
7. **First week's payment.**

**Your child will be able to begin attending the program 48 hours AFTER all completed paperwork and fees are turned in to the Community Services Office.**

If you decide to disenroll your child from the Kid's BASE Program, please contact the Community Services Department at 623-349-6350.

**LICENSING**

Town of Buckeye Kid's BASE Program is regulated by the Arizona Department of Health Services, located at 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, Arizona, 85007, phone number (602) 364-4768. Inspection reports are completed by DHS and are available upon request.

**INSURANCE**

The Town of Buckeye carries liability insurance for all its operations, including town-sponsored recreation programs.

**TRANSPORTATION**

Transportation will not be provided.

**FIELD TRIP**

The Kid's BASE Program will not be attending any field trips during program hours.

**LOST OR STOLEN ITEMS**

The Town of Buckeye is not responsible for personal items that are lost or stolen. Staff strongly recommends that participants leave all personal items at home.

**DES Funding**

The Town of Buckeye Kid's BASE Program is a DES contracted child care program. Call 602-244-2678 to find out if you qualify for child care assistance.



## DAILY SCHEDULE

- TYPICAL BEFORE SCHOOL SCHEDULE:** 6:00 am – 8:00 am  
Check in with site leaders, indoor organized games, video game / board game choice play. Outside organized games.
- TYPICAL AFTER SCHOOL SCHEDULE:** 3:00 pm – 3:45 pm  
Check-in with site leaders, games, outside play, homework time
- 3:45 pm – 4:15 pm  
Snack Time
- 4:15 pm – 5:30 pm  
Recreational class, core activities, art projects or homework time
- 5:30 pm – 6:00 pm  
Free play, homework time
- 6:00 – 6:30 p.m.  
Clean up, quiet games

## VACATION DAYS

### THE TOWN OF BUCKEYE KIDS B.A.S.E. PROGRAM WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

September 3, 2007	Labor Day
November 12, 2007	Veteran's Day
November 22-23, 2007	Thanksgiving Holiday
January 21, 2008	MLK Day
February 18, 2008	President's Day

### THE TOWN OF BUCKEYE KID'S B.A.S.E PROGRAM WILL OFFER SPECIAL DAY CAMPS ON THE FOLLOWING DAYS:

October 19 & 22, 2007	Fall Break (Tartesso Elementary)
October 15 – 19, 2007	Fall Break (Buckeye Elementary Schools)
November 21, 2007	No Contract Day (Tartesso Elementary)
December 21, 2007 – January 4, 2008 (No Camp December 25, 2007 or January 1, 2008)	Winter Break (Tartesso Elementary)
December 24, 2007 – January 4, 2008 (No Camp December 25, 2007 or January 1, 2008)	Winter Break (Buckeye Elementary Schools)
March 17 – 24, 2008	Spring Break (Tartesso Elementary)
March 17 – March 21, 2008	Spring Break (Buckeye Elementary Schools)
April 18, 2008	Rain Day (Tartesso Elementary)

**Special day camps and in-services will require additional fees. Contact the Community Services office at 623-349-6350 for more information.**

### EARLY RELEASE AND PARENT/TEACHER CONFERENCE DAYS:

When school releases the children early, the program will open at the dismissal time to accommodate these children. Please check with staff for the early release schedule.

## **FEE ATTENDANCE CONTRACT**

**This form must be completed and submitted with the registration form.**

*I hereby agree to accept full responsibility for payment of all registration and miscellaneous fees required for my child/children to attend the Kid's BASE Program. **Children who attend days not contracted will be assessed an additional \$5 / day.***

Please "X" the program and days attending. **If attending less than 5 days/week, please indicate which days.**

**Before School Care**

**6:00 am until school opens**

\_\_\_\_\_ \$20 / Week

\_\_\_\_\_ \$5 / Day

\_\_\_\_\_ Monday

\_\_\_\_\_ Tuesday

\_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

**After School Care**

**School Dismissal until 6:30 pm**

\_\_\_\_\_ \$50 / Week

\_\_\_\_\_ \$11 / Day

\_\_\_\_\_ Monday

\_\_\_\_\_ Tuesday

\_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

**TOTAL WEEKLY COST**

\$ \_\_\_\_\_

Check or money orders can be accepted at the site. Cash, check and money orders can be accepted at Dr. Robert A. Saide Recreation Center located at 1003 E. Eason Ave, Buckeye, AZ 85326.

***I understand that the entire contracted fee is due every week, regardless of school holidays or absences. Refunds or credits will not be given for days missed.***

\_\_\_\_\_  
*Initial*

I understand that my child's fee is based on days/week enrolled, and that payment is due the **Friday** before the week of participation or a penalty of \$10 will be assessed.

\_\_\_\_\_  
*Initial*

I also understand that a late pick-up fee will be assessed at the rate of \$15 for every fifteen minutes past 6 p.m. (i.e. 1-15 minutes, \$15, 15-30 minutes, \$30, etc.)

\_\_\_\_\_  
*Initial*

**WITHDRAWAL / CHANGE POLICY**

It is the Town of Kid's BASE Program Policy that prior notice is required to terminate or change enrollment in the program. If for any reason you decide to change or drop your child's enrollment from the program, notification must be made by Friday in writing for the following week to the site leaders or the Community Services Office to release you from your current contract. This will allow for adjustments in staffing, supplies, and snacks.

\_\_\_\_\_  
*Initial*

**I understand that if my child attends days that I have not contracted to attend, an additional \$5 per day fee will be added to my bill.**

\_\_\_\_\_  
*Initial*

*I understand that it is **MY** responsibility to notify my child's teacher of my child's after school schedule.*

\_\_\_\_\_  
*Initial*

**I understand that there are NO REFUNDS OR CREDITS FOR ABSENCE, ILLNESS, OR SUSPENSIONS during the Kid's BASE Program.**

\_\_\_\_\_  
*Initial*

Participant's Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Town of Buckeye Kid's BASE DISCIPLINE POLICY**

To ensure the safety of all participants and staff, the Town of Buckeye staff will implement an assertive discipline program. Children involved in our program are expected to follow the rules and direction of the Kid's BASE site staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior.

1. Warning for specific unacceptable behavior.
2. Separation from group with a warning of future consequences for repeated behavior.
3. Separation from group with a warning and write-up for repeated behavior.
4. Separation from group with a call to parent or guardian and a write-up.
5. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
6. Suspension. 1 to 2 scheduled days from the program and /or the remainder of the day.  
**(NO REFUND FOR SUSPENSION OR EARLY PICK-UPS ON SCHEDULED DAYS).**
7. Repeated aggressive / inappropriate behavior with 3-5 suspensions will result in removal from program with approval from Recreation Coordinator and Manager.

Some actions will result in an automatic suspension or dismissal from the program. Parents / Guardians will be contacted immediately to pick-up their child from the program. The participant will be suspended for the following day(s) and/or dismissed from the program. The following are actions that will result in automatic suspension or dismissal.

1. Showing extreme disrespect or disruption (abusive language).
2. Damaging the summer recreation site (school or bus) or supplies or stealing property.
3. Endangering another child or staff verbally (threats) or physically (hitting, spitting, biting, throwing objects, etc.).

**The Town of Buckeye Community Services Department reserves the rights to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that put participants and staff in danger (i.e. verbal or physical actions including fighting, threats).**

.....  
*I have read the Kid's BASE Discipline Policy" and fully understand the process to be used for discipline issues.*

**Participant's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_



**TOWN OF BUCKEYE**  
**Kid's BASE REGISTRATION FORM**

**PLEASE PRINT**

Child's Name \_\_\_\_\_  
Last First M.I.

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ School: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone Number \_\_\_\_\_

In the event of an emergency, please contact the following if mother and father cannot be reached:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone Number \_\_\_\_\_

List any allergies (food, medication, etc.): \_\_\_\_\_

Please list any special needs or accommodations that your child requires: \_\_\_\_\_

**Photos:** I give permission for my child to be video taped or photographed by the Town of Buckeye employees to be used at the site for activities and for any program advertisements for the Town of Buckeye.

*Parent /Guardian Signature:* \_\_\_\_\_

I/we hereby release and forever discharge the Town of Buckeye, an Arizona municipal corporation, its elected and appointed officials, directors, officers, boards, commissions, agents, representatives, servants, and employees, and any and all other persons, firms or corporations who are or might be liable, from any and all claims of any kind or character which I/we have or may have against them due to my participation, or my child's participation, in a Town of Buckeye recreation Program. This waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the course of this recreation program. In that regard, I/we covenant to indemnify, defend, and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorneys' fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. I/we understand that medical claims are my/our responsibility. I/we give permission for me and my child to be video taped or photographed by the Town of Buckeye employees to be used at the site for activities and for any program advertisements for the Town of Buckeye. This waiver does not extend to any such claim or liability that is caused by the sole and exclusive intentional acts or gross negligence of the Town of Buckeye or its officers, employees, or agents.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Staff Use Only**

Cash Amount \_\_\_\_\_ Check #/ Amount \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_